



Job Title	Police Deputy Chief	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	7	Job Code	19309

Class Specification – Police Deputy Chief

Summary Statement:

The purpose of this position is to direct, manage, supervise, and coordinate the activities and operations of the assigned Bureau within the Police Group including Patrol and Operations Support Bureau services and activities; to coordinate assigned activities with other departments, bureaus, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Police Chief.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Assume management responsibility for assigned services and activities of the assigned Bureau including Patrol and Operations Support Bureau services and activities as well as those functions funded by outside agencies and private foundations. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; and recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and recommend, within group policy, appropriate service and staffing levels.
35%	Plan, direct, coordinate, and review the work plan for assigned Bureau staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; and meet with staff to identify and resolve problems. Train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; and review disciplinary situations and implement discipline and termination procedures.
20%	Oversee and participate in the development and administration of the Bureau's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and implement adjustments. Respond to and assume command of various critical incidents to ensure proper response and tactics by police personnel; and authorize the use of deadly force. Serve as the liaison for the assigned Bureau with other bureaus, divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues; and represent the



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	group to print and electronic media on critical and special events. Respond to and resolve difficult and sensitive citizen inquiries and complaints. Serve as staff on a variety of boards, commissions, and committees; and prepare and present staff reports and other necessary correspondence. Provide responsible staff assistance to the Police Chief and serve as acting Police Chief as assigned in the absence of the Police Chief.
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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in criminology, police science, public administration, or a related field.

Experience: Five years of full-time responsible management, supervisory, and administrative law enforcement experience.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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Machines, Tools, Equipment, and Work Aids:

Computer, printer, copier, telephone, standard office equipment, and City vehicle.

Specialized Computer Equipment and Software:

Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015